

JOB POSTING

Role: Installation Subcontractor
Reporting to: Installation Manager
Department: Warehouse
Application Deadline: September 30th, 2021

Since 1977 Gem Cabinets has been meeting the cabinetry needs of homeowners in Edmonton and surrounding areas, and now Gem is growing again! As a locally owned and operated family business Gem prides itself on its culture of taking care of its people. Whether that is our customers that we work hard for every day, or our employees that make what we do possible, people are at the center of everything we do. As part of our recent growth, we are looking to expand our dynamic team, and we are looking for someone with a particular set of skills.

The Installation Subcontractor is responsible for the completion of contracted cabinet installation work required in the field as per the standard installation practices. The successful candidate will be expected to follow all policies and procedures and maintain a safe, clean working area.

The Installation Subcontractor will work in a fast-paced casual environment and play a critical role in ensuring customer satisfaction by actively engaging Site Superintendents, Homeowners, Designers and the Installation Department in a wide range of scenarios while adhering to our quality control standards, jobsite safety, and making sure current building codes are followed.

KEY RESPONSIBILITIES

- Arrive and complete installations as scheduled in a timely, courteous, and professional manner as detailed in the Gem Installation Manual
- Ensure appropriate clothing and PPE is worn
- Review Installation documents on site and builder specific requirements in the manual
- Maintain accurate records and paperwork on a daily basis
- Complete hazard assessment form as required under the company safety policy
- Complete Installation Report and identify with clear notes any items that still need to be completed with reasons why the work could not be done and submit to the Installation Department
- Ensure proper equipment and materials are present
- Confirm saw blades and drills bits are sharp, all screws, etc. are stocked in your vehicle
- Inspect all materials and notify the Installation Manager of any items that may be missing or damaged
- Attend monthly safety meetings lead by the Installation Manager
- Keep up to date with Safe Job Practices and Procedures
- Communicate any ongoing concerns regarding site conditions, product and/or design issues

COVERAGE AND EQUIPMENT REQUIRED AS A SUBCONTRACTOR:

- Criminal record check
- Current WCB coverage and Personal Liability Coverage (\$2,000,000)
- Current First Aid (Emergency)
- Current CSTS - Construction Safety Training System
- Appropriate PPE, steel toed boots, hard hat, ear and eye protection
- Email and smartphone capable of emailing site pictures, reports, invoices, receiving updates and schedules
- Alberta #2 first aid kit
- A 10lb ABC fire extinguisher
- Mobile / smartphone with data
- All necessary tools with proper guards in good working condition

KNOWLEDGE & SKILLS REQUIRED

- Cabinetmaking certificate or 5 years equivalent field experience
- Valid driving license
- Thorough knowledge of the standard methods, equipment, materials, tools and practices of the cabinet making trade

- Ability to learn quickly, think logically and understand abstract relationships
- Interest in keeping up with ever-changing technology
- Ability to perform math; read technical information, analyze situations to define issues and draw conclusions
- Flexibility is required to work with others and operate equipment using a variety of processes
- Ability to work with a wide diversity of individuals
- Strong attention to detail
- Must be able to lift up to 100 lbs. and stand on feet for 8 hours
- Steel toe boots and glasses / goggles are required
- Physical/Environmental requirements: driving, walking, standing, lifting, bending, kneeling
- Basic written and verbal communication skills
- Some problem solving and negotiation skills
- Must be able to function with interruptions and deadlines
- Perform consistently under pressure and handle pressure/disappointment professionally
- Consistently follow up on items/tasks
- Ability to be diplomatic when dealing with clients
- Ability to establish and maintain good rapport with Site Superintendents and Homeowners
- Must be able to work independently

If this opportunity sounds like one you might be interested in, we would love to hear from you. At Gem Cabinets all of our roles are essential to delivering an exceptional customer experience, and we pride ourselves on our culture. To apply email us at sheriwalker@gemcabinets.com